



STATE OF VERMONT
CLERK OF THE HOUSE

JOURNAL CLERK

The House Clerk's Office seeks to hire for the position of Journal Clerk. The Journal Clerk creates the daily House Journal and the annual permanent House Journal, which is the official record of legislative action taken by the Vermont House of Representatives in each session. This position also acts as a committee assistant for the House Committee on Rules and, per relevant biennium, for the Committee on Joint Rules. Additionally, the Journal Clerk maintains and updates records in the legislative computer system for historical purposes and provides various assistance to support House parliamentary procedure.

The House Clerk's Office is a nonpartisan office that provides parliamentary services to the House, House members, and committees, regardless of party or political affiliation. The Journal Clerk holds a challenging, interesting, and important role at the heart of representative government and is part of a small team responsible for assisting the House in performing its constitutional function.

Education and Experience:

Required:

- Bachelor's degree and at least five years of work experience in a professional environment
- Experience or interest in working in a legislative office or other government agency

Preferred:

- Law school degree

Additional Requirements:

- Experience working in proofreading or editing or similar writing-based position
- Proficiency in MS Office Suite
- Ability to learn and work in various computer programs

Required Skills:

- Ability to work in a nonpartisan manner
- Excellent oral and written communication skills
- Excellent proofreading and editing skills in Journal preparation
- Exceptional attention to detail to ensure accuracy of all details of House procedural history
- Ability to maintain a flexible schedule, including working extended hours, often during evenings, and on some weekends, during session
- Ability to work in a varied, unpredictable pace of workflow, including the ability to change tasks short-notice and to take on tasks unilaterally in support of the Office
- Ability to remain calm under pressure

- Ability to take direction from Clerk, including implementing revisions to work product as requested by Clerk
- Excellent interpersonal skills, including a willingness to interface with all legislators, staff, and members of the public
- Willingness to perform the duties of other Office employees when needed

Minimum starting salary of \$52,222, with adjustments based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

To apply, please submit in Word or PDF format a resume, a writing sample, and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by November 4, 2022. Please put your name and “Journal Clerk application” in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.